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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activities Report No. 45
5 - 11 November 1958

DATE: 12 November 1958

Introduction to Supervision

1. Introduction to Supervision #4 for GS 9-11 non-supervisors will be presented 17-21 November. During the past week a number of additional enrollments have materialized and we have been able to shift several non-supervisors scheduled to attend Basic Supervision #45 in December to the more appropriate Introduction to Supervision #4. As a result, we now have a maximum enrollment of 18 persons.

Management (Special)

1. The SR Conference ended on Friday, 7 November.

[redacted] DC/SR, conducted the final session, speaking briefly about the attitude of SR's top managers toward these conferences and the division's management problems in general, and concluding by devoting about thirty minutes to answering questions posed by the conference participants. On the basis of critiques, informal comments, and observation of the reactions of the participants, we gather that the conference has been successful in stimulating thought, opening new avenues of approach to problems and generating an impetus towards action.

2. As a result of discussions with various members of the Office of Communications (cf Weekly Reports #40 and #42), we ~~have~~ *are* sent to the Director of Training for forwarding to the Director of Communications a statement of proposed content for Management (Special) for the latter office.

General

1. [redacted] of A&E on Monday, 10 November, to review, analyze and discuss the work of some of the students on the "In-Basket" exercise. Available for comparison were the results of an analysis of responses by several groups of non-Agency personnel who have gone through the exercise. No startling difference in the range of responses to the various items has been detected as yet. We plan to meet again on Thursday,

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13 November, to continue the review.

2. In accordance with existing arrangements, a memorandum has been sent to the Security Officer, OTR, requesting regular service in regard to changing the combinations of safes used by students in Room 155,



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